



## NC E-Procurement Upgrade Go-Live Postcard #12

### *School System Edition*

---

**Fun Fact** About 1,500 people logged into the new NC E-Procurement system on the first day!!

**Create New Bookmarks** With the upgraded [NC E-Procurement system](#) now available, you may want to have bookmarks for both the old and the new sites. To create a bookmark for the new NC E-Procurement, please make sure your bookmark is set to 'https://buyer.ncgov.com/Buyer/Main' and does not have any additional text afterward. If you regularly need to access the old system for reference, you can create a bookmark for the archive site 'https://archivebuyer.ncgov.com' also. For more information, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1 or [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

**Titling a Requisition** In the new NC E-Procurement system, the option to add a title appears on the Summary Page. Adding a title to your requisition makes it easier to find again later and depending on your title can help you remember what was purchased without opening the requisition. After you have added an item or items to your requisition, scroll up to the top of the summary page to add a title. If you prefer, you can also click the 'Summary' button immediately after you begin a requisition, add the title first and then start adding items to the requisition.

**User Mapping** As you begin to use the new system please note your financial system ID needs to be mapped to your NC E-Procurement NCID. This is a step that will be completed by your EPLite Administrator, but you may want to confirm with them that this has been finalized before you submit a requisition.

**Web-Based Trainings Available!** Are you still a little unsure where everything is in the new system? Do you need a refresher on how to create a non-catalog requisition? The [WBTs](#) are self-paced and easy to navigate which allows you to jump to the section you need or spend extra time focusing in a certain area. Take a moment to see what they have to offer.

Note: A username and password is required to access these trainings. Please contact the NC E-Procurement Help Desk to obtain this information.

**Feature Focus: Editing Email Notifications** These options, which can be changed in 'Preferences,' allow you to set the frequency of which email notifications are received from the NC E-Procurement Service. You can also turn off notifications that you do not wish to receive.

This is the page where you edit your email notifications:

---

NC E-Procurement

@your service

ARIBA\*

SPEND MANAGEMENT

Home

Create

Search

Manage

Recent

Preferences

## Edit Email Notification Preferences

For each document type listed, specify the types of email notification messages to receive and how often you want to receive them.

Edit preferences for: eRequisition

Notification method

When I am an approver: Send email immediately

When I am a watcher: Send email summary

Notification frequency

Each time the document is approved: ☒ Send email

When the document is fully approved: ☒ Send email

When I need to approve a document: Send once

When my approval is overdue: Send repeatedly

When I am a watcher: Never send

Save

Cancel

You can adjust your settings differently when you are a watcher versus when you are an approver

You can also adjust the frequency of the emails

### Follow-Up

We sent this postcard to NC E-Procurement school system users, purchasing directors, and finance officers.

Questions about information covered in this Postcard? Send an e-mail to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)